

Networking Questions

Advice

- Do you have any specific tips or advice for someone entering your field?
- I saw a position open at your company. Can you tell me the best way to apply?
- Can you suggest some companies with solid reputations in the (alternative energy) field that I should target?
- Would you be willing to review my resume and offer me your feedback?

Information

- Do you belong to any professional organizations or know of any that I should join?
- Are you noticing any changes in your industry or field?

Referrals

- Do you know anyone or do you know anyone who might know someone that works at (Apple)?
- Who else would you suggest I speak with for additional advice or information?

**Who Do You Know?
(Networking Contacts)**

Former Supervisors and /or Managers	Former Co-workers	Relatives-Immediate and Extended Family
Friends and Family of Friends	Neighbors	Former or Present School Classmates
Former or Present Teachers / Professors	Clergy / Religious Organization Members	Professional Associations
Vendors and Other Business Contacts	Members of Common Interest Clubs or Groups	Community Contacts

Abbreviated Summary Statement

The summary statement is a tool you can use to make each person aware of your background so that he/she can give you the appropriate job search information.

- Opening Line: Years of experience in the field, job title, and brief description of education and training.
- Second part: Type of position you are seeking

EXAMPLES

Summary Statement: "I have over seven years of experience as an administrative assistant, working in fast-paced business environments. I am currently looking for similar positions and I am open to both small and large companies."

Summary Statement: "I recently completed a certificate program in accounting emphasizing accounts payable and accounts receivable, as well as general bookkeeping. I am looking for an entry-level accounting clerk position."

Summary Statement: "While earning my BSEE degree, I acquired over six years of supervisory experience in manufacturing and quality assurance. At this time, I am looking to transition to technical program management positions within the high-tech field."

Write Your Abbreviated Summary Statement

Action Tracking Sheet: Network

	Person	Contact Info	Last Contact	Information Provided	My Follow Up	Follow-Up Date
1						
2						
3						
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11						
12						
13						
14						

Network Contacts: Detail Sheet

Name: _____ Phone (Business): _____
 Phone (Home): _____

Best contact time/day/place _____

Address (Home/Business): _____

Relationship: _____ Company: _____
 Title: _____

First Date of Contact: _____

Sent Resume (Date): _____

Follow-ups:

Date & Question	Notes (questions asked, referrals received, information provided)
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